



**THE CODE OF CONDUCT**  
**FOR**  
**MEMBERS OF THE COUNCIL, COMMITTEES, PORTFOLIO COMMITTEES,**  
**AND THE SECRETARIAT**

All Members of the Board, Council, constituent Chapter Chamber Committees, Portfolio Committees, sub committees and the Secretariat have a joint and several responsibility to ensure the present and future success of the Chamber.

All members of on all Chamber committees including but not limited to Council, Board, Chamber Chapter Committees, Portfolio Committees, sub committees and the Secretariat are bound by the signing of The Code of Conduct

The following principles are therefore intended to serve as guidelines to the way in which the 'Chamber' expects members on all Chamber committees inclusive but not limited to the Board, Council, constituent Chapter Committees, Portfolio Committees, and the Secretariat to act to best serve and uphold the traditions of the Chamber:

1. All Members and the Secretariat are expected to serve the best interests of the Chamber, and to refrain from any action which could be perceived as serving personal gain at the expense or reputation of the Chamber.
2. The Chamber's official spokespersons and representatives at meetings outside the Chamber is the President and/or his or her nominee, appointed to act on the Chamber's behalf. All Chamber representatives should reflect Chamber policy in matters under discussion at meetings they attend on the Chamber's behalf.
3. Contact with the public media is confined to the President and to those persons who are specifically authorized as official spokespersons of the Chamber for the specific purpose concerned.
4. Decisions taken by the majority of members ordinarily present at Chamber meetings shall be the view of the Chamber once adopted by the Council, and members are required to respect such decisions.

5. Members and the Secretariat are expected to be open and fair in their dealings with fellow members and or the Secretariat within the Chamber, to respect their democratic rights, refraining from exercising undue pressure on them for any reason. Fellow members and the Secretariat will show the necessary respect, collegiality and civility towards each other.
6. All proceedings of meetings of the Council and other Chamber Committees are confidential and must not be conveyed to the public media or members of the public, other than by the Chamber's official spokespersons, as they deem appropriate in the Chamber's interest.
7. All Members and or members of the Secretariat are responsible to fully disclose their interest that may have a bearing on an issue under 'discussion', or perceived to have a bearing on their ability to properly and impartially discharge their duties and or be perceived to be impartial in their dealings with a matter on behalf of the chamber. Members and or the secretariat must declare such interest immediately, and recuse themselves from further discussion or dealings with "the" matter.
8. Invitations to persons to speak at, or attend, Chamber meetings and/or functions are to be extended in the name of the Chamber by the President, or by a person the President may nominate.
9. Proposals for projects made by members to Committees and/or the Council which are adopted, become Chamber initiatives to be executed by persons directed by the Council.
10. Council members and or committee members should attend at least 75% of all meetings or tender their apologies.
11. It is the responsibility of the Executive Director to ensure that matters entrusted to the Secretariat to be implemented are dealt with effectively. Members should not interfere with the work of individual members of the Secretariat. Members having any difficulty with the way in which the Secretariat performs its functions, should raise their concerns with the Executive Director. In the event of any further dissatisfaction, the members should raise the issue with the President.

All Members and the Secretariat are expected to abide by the above principles and to conduct themselves within the spirit of these guidelines, recognizing that they are not exhaustive, and that the overall objective is to preserve the common purpose as above all of dignity and integrity directed by the majority of its members.

**NAME:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**I.D. NUMBER:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_